Athletic Supervisor

City of Miami Gardens, FL. (109,700)
Opening Date: 10/04/13
Deadline Date: 10/18/13; or until filled
Salary: $24,488 min. to $30,610 mid./DOQ

Nature of Work:

Under close to general supervision, performs a variety of athletic and recreation program implementation activities, park maintenance and field preparation at various locations. Helps promote and maintain open communication with participants; enforces City and Department rules and regulations. Duties will include completing accurate and detailed administrative work including but not limited to: schedules, rosters, inventory, reports, and payment handling. Follows all City and Department policies and procedures. Supervises Recreation Aides, volunteers and contractors. All work is done according to standardized and prescribed policies, rules and regulations. Regular and special assignments are assigned by the Athletic Coordinator who reviews work through personal inspection. On routine or repetitive assignments, instructions are usually not given unless there is some change in the routine of work to be performed.

Minimum requirements:

High School Diploma or GED and one (1) year of recreation program implementation or closely related work; one (1) year of experience in light grounds maintenance preferred; or any equivalent combination of relevant training and experience required. Associates degree or 60 college credit hours from an accredited college or university preferred. .Basic First Aid/CPR certified; applicants not certified must obtain certification within six months of employment. Must possess and maintain a valid Driver's License. Applicants must be able to work varying shifts, including nights, holidays and weekends. Copies of certifications must be provided at time of application.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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